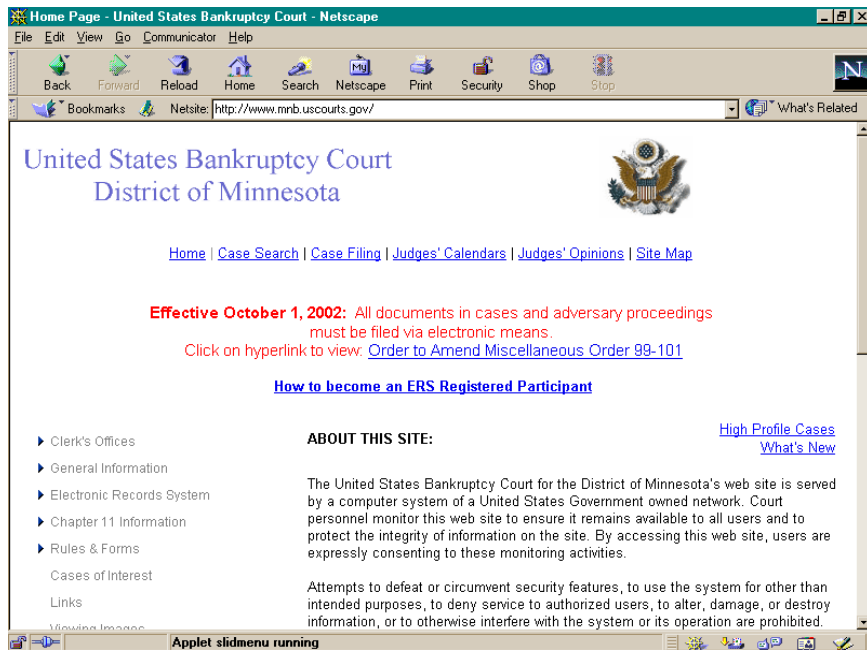


General Document Filing



This section covers filing documents such as motions, objections, and responses. Our objectives are that by the end of this section you will be able to:

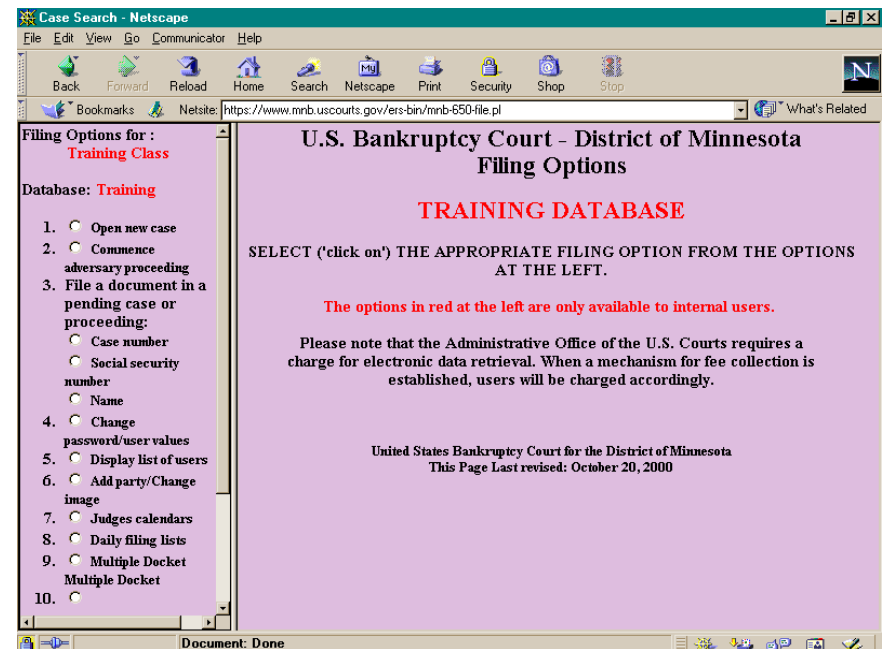
- ✓ open our **Case Filing** page and search for a case
- ✓ complete the case filing screens
- ✓ check previously prepared files for correctness
- ✓ attach previously prepared file and send it to the Court
- ✓ save or print the **Notice of Electronic Filing**

Enter the site by clicking **Case Filing** on the home page and logging on, as described previously.

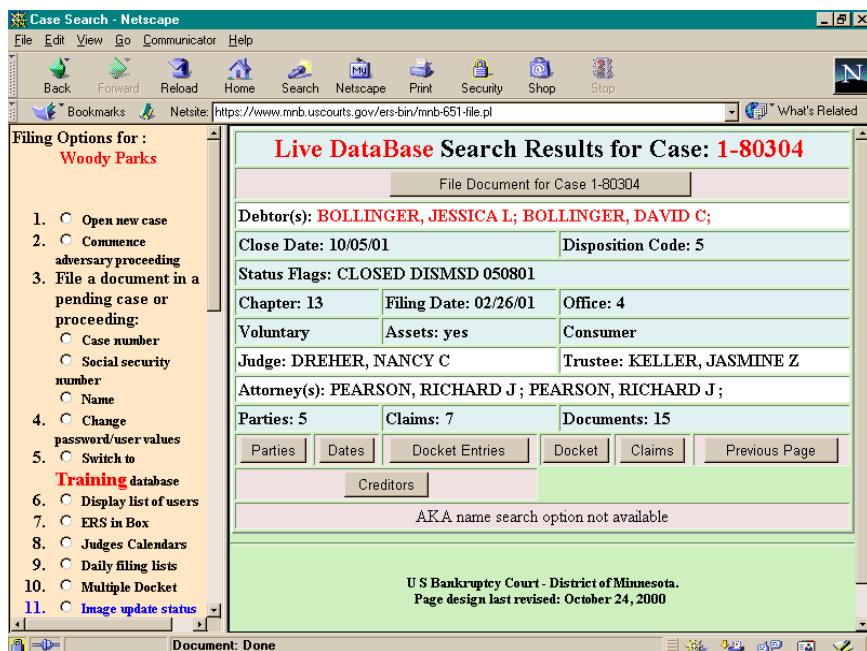
1. ☐ **Open new case**
2. ☐ **Commence adversary proceeding**
3. **File a document in a pending case or proceeding:**
 - ☐ **Case number**
 - ☐ **Social security number**
 - ☐ **Name**
4. ☐ **Change password/user values**
5. ☐ **Switch to TRAINING database**
6. ☐ **Display list of users**
7. ☐ **Add party**
8. ☐ **Judges calendars**
9. ☐ **Daily filing lists**
10. ☐ **Multiple Docket**

End Session/Home Page

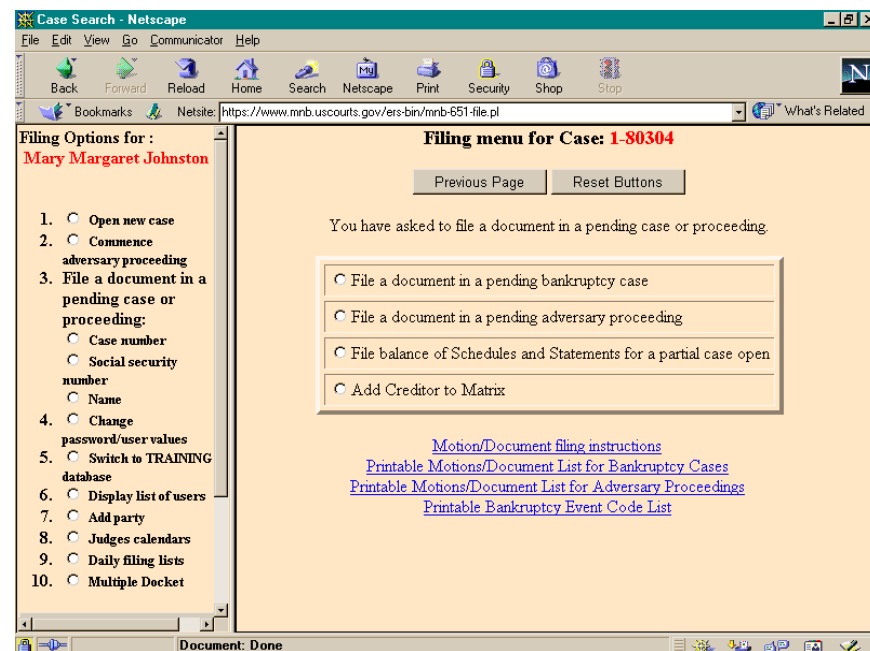
1. Options 1, 2, 4, and 7 are described elsewhere in this manual.
2. **End Session/Home Page** returns to the home page and prevents making additional docket entries without logging on again. **Switch to TRAINING database** to complete practice cases, or to experiment with unfamiliar documents. **Display list of users** informs you who is currently ERS registered. You may view the **Judges calendars** from this screen, as well as the home page. **Daily filing lists** detail every electronically filed document for any given day.



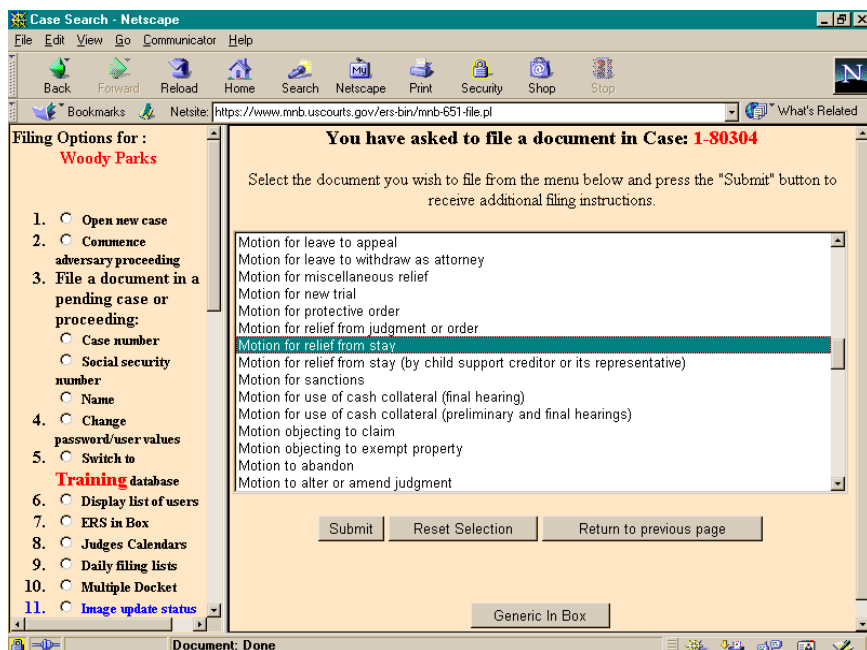
1. To submit a document, you must first do a case search.
2. Click the appropriate button from **File a document in a pending case** to search by case number, by Social Security Number, or by last name.



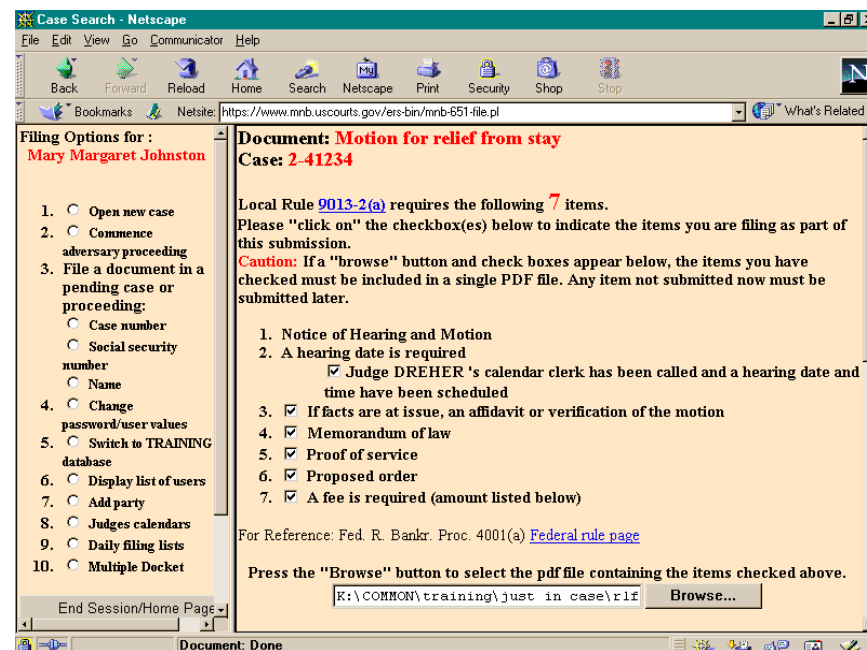
1. If your case search was successful, this screen displays. Always verify that you have chosen the correct case before submitting a document. Check to see that the case is open.
2. Click **Parties** to see a list of parties to this case, **Dates** to see pending deadlines, **Docket Entries** to see a list of documents and associated images (see next page), or **Docket** to see the entire docket. **Return** displays the previous screen.
3. Click **File Document for Case** to advance to the next screen.



1. After clicking **File Document for Case**, this screen displays. You must specify whether the case is a bankruptcy case or an adversary proceeding. These instructions do not cover the other options listed.
2. As soon as you click a button, the list of possible documents appears, as shown on the next page.



1. Scroll the list of applicable documents to find the one you wish to submit. If the motion is not listed, use the **Motion for miscellaneous relief**. However, the Court prefers that you not use the miscellaneous motion if an appropriate alternative is given.
2. The “generic inbox” option, for other documents not listed, is described later in this section.
3. Click **Submit** to move to the next screen.



1. A list of requirements, in the proper filing order, for the given document displays. This list varies for each document, but a check box is displayed for each required component.
2. Select all appropriate boxes. If you do not select a box, the docket entry will list that component as **NOT FILED**.

Press the "Browse" button to select the pdf file containing the items checked above.

1. Click **Browse** to select the PDF file you wish to submit.

Case Search - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: https://www.mnb.uscourts.gov/ers-bin/mnb-651-file.pl

What's Related

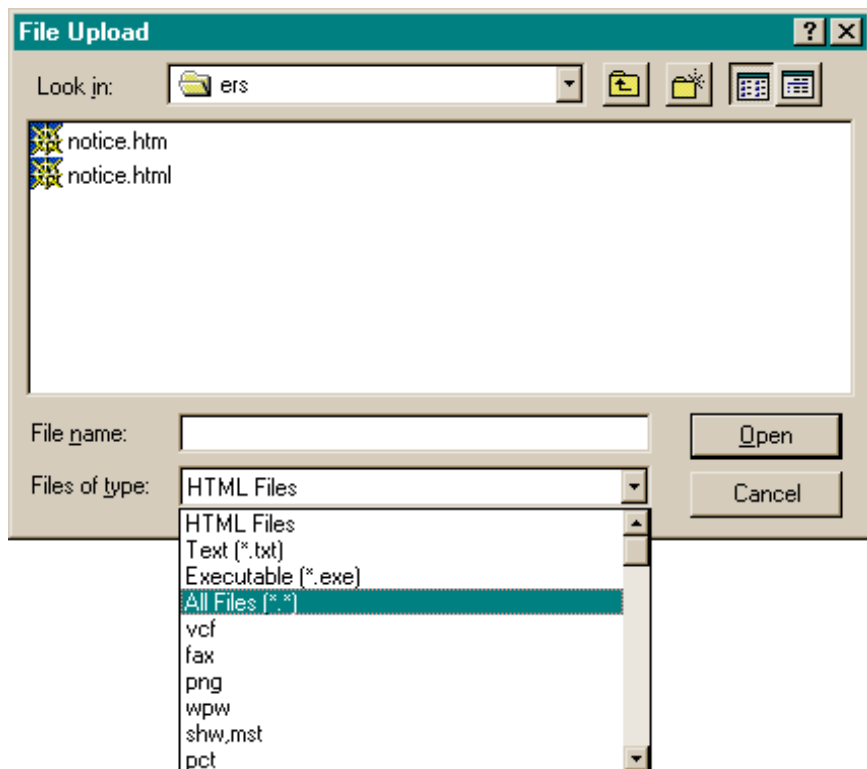
Filing Options for :
Woody Parks

1. ☐ Open new case
2. ☐ Commence adversary proceeding
3. File a document in a pending case or proceeding:
 - ☐ Case number
 - ☐ Social security number
 - ☐ Name
4. ☐ Change password/user values
5. ☐ Switch to **Training** database
6. ☐ Display list of users
7. ☐ ERS in Box
8. ☐ Judges Calendars
9. ☐ Daily filing lists
10. ☐ Multiple Docket
11. ☐ Image update status

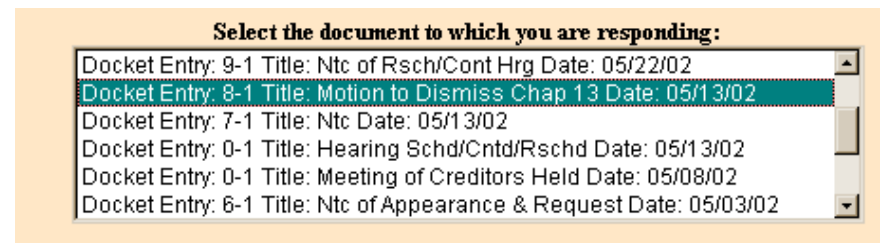
Document Title	File Date	Post Date	Doc	Docket Text
	02/26/01	**/**/**	0-0	3131545
E Voluntary Petition	02/26/01	02/26/01	1-1	3131546
E Matrix	02/26/01	02/26/01	2-1	3131549
E Chapter 13 Plan	02/26/01	02/26/01	3-1	3131550
Filing Fee Paid in Full	02/26/01	02/26/01	0-0	3133813
Meeting of Creditors	02/26/01	02/26/01	4-1	3133819
Signature Declaration	02/27/01	02/27/01	5-1	3133820
Court's BNC Crt. of Mailing	03/01/01	03/01/01	6-1	3138017
Court's Certificate of Mailing	03/01/01	03/01/01	7-1	3139849
Apic Compensation 13	03/30/01	03/30/01	8-1	3173099
Motion to Dismiss Chap 13	04/09/01	04/09/01	9-1	3181317
Hearing Schd/Cntd/Rschd	04/09/01	04/09/01	0-0	3181319
Add Party to Matrix	04/09/01	04/09/01	10-1	3188337
Meeting of Creditors Held	03/28/01	03/28/01	0-0	3204453
Mousta Sheet	05/02/01	05/02/01	11-1	3216764

Document: Done

1. The **Docket Entries** button from the previous screen displays a brief list of docket entries, without the full text. Electronically filed documents are noted with the prefix **E**.
2. An image exists for any underlined entry in the **Document** column. The buttons in the **Text Summary** column display the full text associated with that entry. Imaged documents are often large, so it is good practice to display the docket text before downloading the image.



1. Netscape looks for HTML files by default, so if you are using Netscape, change the **Files of type** in the lower left corner to **All files (*.*)**.
2. If you are using Microsoft Internet Explorer, all files should display by default.



1. If the document you submit amends, completes, or responds to a previously submitted document, you must link the new document to that existing document. One example is a **Response** to a motion. Select the existing document from the drop-down list.
2. It is very important to make the correct document link. It may be helpful to view the docket form the **Case Information** page and note the date and document number of the original document.

Enter hearing date: (mm/dd/yy) 08 / 02 / 02

Enter hearing time: (hh:mm) 02 : 00

Select hearing location:

- Judge Dennis D. O'Brien - St. Paul - Courtroom 228a Second Floor- 316 N Robert Street
- Judge Dennis D. O'Brien - Fergus Falls - Courtroom 2 Second Floor- 118 S Mill Street
- Judge Gregory F. Kishel - St. Paul - Courtroom 228b Second Floor- 316 N Robert Street
- Judge Gregory F. Kishel - Duluth - Courtroom 2 Fourth Floor- 515 W First Street
- Judge Nancy C. Dreher - Minneapolis - Courtroom 7 West Seventh Floor- 300 S Fourth Street**
- Judge Robert J. Kressel - Minneapolis- Courtroom 8 West Eighth Floor- 300 S Fourth Street
- Judge Robert J. Kressel - Duluth - Courtroom 2 Fourth Floor- 515 West Duluth Street

1. Enter the previously arranged hearing date and time, following the specified format.
2. Select the judge and the hearing location.

Your credit card will be manually charged/billed for the amount selected in the next input field.

Filing fee amount \$ 75.00

Press "Send" to submit this document to the court.

Send Reset Button Return to previous page

1. If a filing fee is required, the fee amount is displayed. The credit card number you gave the clerk's office when you registered for ERS will be charged no later than the following business day, and a receipt will be mailed to you.
2. Complete the submission by clicking **Send**.